

# Secretary's Report to Planning Commission

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January 16, 2022

What needs to be accomplished at the January 17 meeting re: Master Plan

Fellow Commissioners,

Since last Wednesday, I suspected I had come down with Covid-19. I was able to confirm that on Friday when I was able to get a test kit.

As a consequence, I will not be attending the January 17 meeting of the Commission. Therefore I submit this report to you so that you have additional information for Item 9A of Old Business.

As you recall, we approved the last version of the Master Plan by discussing all of the highlighted areas in the document, and approved those changes that had been suggested by Commissioner Otto and others. The resulting version, V.4 was sent to the Township Board on January 6 for their meeting on January 8.

Despite the fact they directed the PC, thru our Board Representative, to let them review the draft before submitting to County Planning, and despite the fact that I had sent them at least 5 communications with information that the draft had not yet been sent to County Planning, the Board did not recognize what I thought they previously requested, nor the fact it had not yet been sent. Thus, they took no formal action on January 8.

Simultaneously, I began preparation to send the draft to County Planning with a call to Trudy Galla to check on timing and what other documentation needed to be sent. Fortunately, our conversation led to Trudy referring me to a checklist that explained the steps required by law, and how to document each.

I sent copies of the checklist to you all late last week. I have made comments in red, and struck out the language that does not apply to us. It is also found in the online handouts for this meeting.

I had seen this checklist in the past, but had forgotten that it existed. Once I found the checklist everything came back to me. I reviewed it, and found that we are now at Step 6 where the PC, needs a formal motion to send the draft to the Township Board for its review and permission to distribute it. (to County Planning, among other agencies.) Our motion last month was not exactly on target in its wording.

So at the January 17 meeting, I suggest that you consider the following motion:

***I <commissioner> move that the Kasson Township Planning Commission send the draft of the amended Master Plan, known as version V.4 to the Kasson Township Board for their approval and comment and permission to release the document to the public and to the appropriate commissions, municipalities, public utilities, and other organizations for their review and comment, as prescribed by***

***the Township Planning Act, being P.A. 168 of 1959, as amended, M.C.L. 125.321 et seq.***

This action will fulfill the requirements of Step 6 of Checklist 11.

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#### NEXT STEP IN THE PROCESS

Step 7 involves the review by the Township Board. If it approves, it must make a motion to approve distribution of the draft for the purpose of inviting review and comment.

At the same time or in the future, the Township Board may consider adopting, or not adopting, a resolution which asserts the right of the Township Board to approve or reject the plan amendment in Step 17.

Thus, if the Board chooses to adopt such a resolution, they have the final “bite at the apple” after steps 8-16 have been completed. If no such resolution is passed by the Board, the approved Plan stands as adopted by the Planning Commission.

If the Board adopts the resolution, and then they reject the plan, we address the Board’s objection and then go back to Step 12.

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I urge you completely read, and then print out the Checklist and keep it handy as we move forward. This IS our roadmap for moving forward. I will keep the document up-to-date and copies available to you. Ultimately it will be filed with other appropriate documents as noted in the checklist.